

**REPORT OF THE AUDIT OF THE
FORMER MONTGOMERY COUNTY
CLERK**

**For The Period December 1, 2002
Through January 5, 2003**



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EXECUTIVE SUMMARY

AUDIT EXAMINATION OF THE FORMER MONTGOMERY COUNTY CLERK

**For The Period December 1, 2002
Through January 5, 2003**

The Auditor of Public Accounts has completed the former Montgomery County Clerk's audit for the period December 1, 2002 through January 5, 2003. We have issued an unqualified opinion on the financial statement taken as a whole. Based upon the audit work performed, the financial statement is presented fairly in all material respects.

Financial Condition:

The County Clerk's office generated operating receipts of \$541,156 and had operating disbursements of \$517,472 for the period December 1, 2002 through January 5, 2003. After paying the former County Clerk's statutory maximum of \$5,003 and expense allowance of \$300, excess fees were \$18,381.

Report Comment:

- Lacks Adequate Segregation Of Duties

Deposits:

The former Clerk's deposits were insured and collateralized by bank securities or bonds.

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EDWARD B. HATCHETT, JR.
AUDITOR OF PUBLIC ACCOUNTS

To the People of Kentucky

Honorable Paul E. Patton, Governor

Gordon C. Duke, Secretary

Finance and Administration Cabinet

Dana Mayton, Secretary, Revenue Cabinet

Honorable B. D. Wilson, Jr., Montgomery County Judge/Executive

Honorable Carolyn Highley, Former Montgomery County Clerk

Honorable Judy Long Witt, Montgomery County Clerk

Members of the Montgomery County Fiscal Court

Independent Auditor's Report

We have audited the accompanying statement of receipts, disbursements, and excess fees of the former County Clerk of Montgomery County, Kentucky, for the period December 1, 2002 through January 5, 2003. This financial statement is the responsibility of the former County Clerk. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for County Fee Officials issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the County Clerk's office prepares the financial statement on a prescribed basis of accounting that demonstrates compliance with the modified cash basis and laws of Kentucky, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the receipts, disbursements, and excess fees of the former County Clerk for the period December 1, 2002 through January 5, 2003, in conformity with the modified cash basis of accounting.



To the People of Kentucky
Honorable Paul E. Patton, Governor
Gordon C. Duke, Secretary
Finance and Administration Cabinet
Dana Mayton, Secretary, Revenue Cabinet
Honorable B. D. Wilson, Montgomery County Judge/Executive
Honorable Carolyn Highley, Former Montgomery County Clerk
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In accordance with Government Auditing Standards, we have also issued our report dated March 26, 2003, on our consideration of the former County Clerk's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Based on the results of our audit, we have presented the accompanying comment and recommendation, included herein, which discusses the following report comment:

- Lacks Adequate Segregation Of Duties

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Hatchett", with a stylized flourish at the end.

Edward B. Hatchett, Jr.
Auditor of Public Accounts

Audit fieldwork completed -
March 26, 2003

MONTGOMERY COUNTY
CAROLYN HIGHLEY, FORMER COUNTY CLERK
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES

For The Period December 1, 2002 Through January 5, 2003

Receipts

Fiscal Court	\$	5,353
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Licenses and Taxes:

Motor Vehicle-

Licenses and Transfers	\$	48,879
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Usage Tax		288,908
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Tangible Personal Property Tax		130,732
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Licenses-

Marriage		448
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Dog		9
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Deed Transfer Tax		7,917
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Delinquent Tax		37,303		514,196
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Fees Collected for Services:

Recordings-

Deeds, Easements, and Contracts	\$	3,772
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Real Estate Mortgages		4,713
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Chattel Mortgages and Financing Statements		6,532
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Powers of Attorney		146
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All Other Recordings		712
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Charges for Other Services-

Copywork		658
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Notary Fees		920
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Passports		480
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Miscellaneous		3,621		21,554
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Interest Earned				53
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Total Receipts	\$			541,156
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Disbursements

Payments to State:

Motor Vehicle-

Licenses and Transfers	\$	33,741
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Usage Tax		280,206
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Tangible Personal Property Tax		45,666
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The accompanying notes are an integral part of this financial statement.

MONTGOMERY COUNTY
 CAROLYN HIGHLEY, FORMER COUNTY CLERK
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES
 For The Period December 1, 2002 Through January 5, 2003
 (Continued)

Disbursements (Continued)

Payments to State: (Continued)

Licenses, Taxes, and Fees-

Dog Licenses	\$	7	
Delinquent Tax		5,141	
Legal Process Tax		<u>1,917</u>	\$ 366,678

Payments to Fiscal Court:

Tangible Personal Property Tax	\$	11,361	
Delinquent Tax		2,829	
Deed Transfer Tax		<u>7,522</u>	21,712

Payments to Other Districts:

Tangible Personal Property Tax	\$	68,032	
Delinquent Tax		<u>20,374</u>	88,406

Payments to Sheriff 168

Payments to County Attorney 5,675

Operating Disbursements:

Personnel Services-

Deputies' Salaries \$ 23,409

Employee Benefits-

Employer's Share Social Security 1,622

Employer's Share Retirement 1,460

Employer's Paid Health Insurance 4,834

Materials and Supplies-

Office Supplies 100

Other Charges-

Passports 300

Miscellaneous 1,852 33,577

Debt Service:

Computer Lease and Maintenance 1,256

Total Disbursements \$ 517,472

MONTGOMERY COUNTY

The accompanying notes are an integral part of this financial statement.

CAROLYN HIGHLEY, FORMER COUNTY CLERK
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES
 For The Period December 1, 2002 Through January 5, 2003
 (Continued)

Net Receipts		\$	23,684
Less: Statutory Maximum			<u>5,003</u>
Excess Fees		\$	18,681
Less: Expense Allowance			<u>300</u>
Excess Fees Due as of January 5, 2003		\$	18,381
Payments to County Treasurer - January 17, 2003	\$	14,863	
March 26, 2003		<u>3,518</u>	<u>18,381</u>
Balance Due at Completion of Audit		\$	<u><u>0</u></u>

The accompanying notes are an integral part of this financial statement.

MONTGOMERY COUNTY
NOTES TO FINANCIAL STATEMENT

January 5, 2003

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of receipts over disbursements to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

The financial statement has been prepared on a modified cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Under this basis of accounting, certain receipts and certain expenditures are recognized as a result of accrual at January 5, 2003.

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the County Treasurer in the subsequent year.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the County Clerk's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 2. Employee Retirement System

The county officials and employees have elected to participate in the County Employees Retirement System (CERS), pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems. This is a multiple-employer public retirement system that covers all eligible full-time employees. Benefit contributions and provisions are established by statute. Nonhazardous covered employees are required to contribute 5.0 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 6.34 percent.

MONTGOMERY COUNTY
NOTES TO FINANCIAL STATEMENT
January 5, 2003
(Continued)

Note 2. Employee Retirement System (Continued)

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65.

Historical trend information pertaining to CERS' progress in accumulating sufficient assets to pay benefits when due is presented in the Kentucky Retirement Systems' annual financial report which is a matter of public record.

Note 3. Deposits

The former County Clerk maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 64.480(1)(d) and KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the former County Clerk and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. These requirements were met, and as of January 5, 2003, the former County Clerk's deposits were fully insured or collateralized at a 100% level with collateral of either pledged securities held by the former County Clerk's agent in the former County Clerk's name, or provided surety bond which named the former County Clerk as beneficiary/obligee on the bond.

Note 4. Lease

The office of the County Clerk is committed to a lease agreement with Software Management for computer equipment and maintenance. The agreement requires a monthly payment of \$1,237 for 24 months to be completed on July 1, 2003. The total balance of the agreement was \$8,659 as of January 5, 2003.

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COMMENT AND RECOMMENDATION

MONTGOMERY COUNTY
CAROLYN HIGHLEY, FORMER COUNTY CLERK
COMMENT AND RECOMMENDATION

For The Period December 1, 2002 Through January 5, 2003

STATE LAWS AND REGULATIONS:

None.

INTERNAL CONTROL - REPORTABLE CONDITIONS:

Lacks Adequate Segregation Of Duties

We noted the lack of an adequate segregation of duties for the internal control structure and its operation. Due to the entity's diversity of official operations, small size, and budget restrictions the official has limited options for establishing an adequate segregation of duties. Management has considered and rejected additional cost when setting budget limits on spending for salaries and therefore accepts the degree of risk for a lack of an adequate segregation of duties. To offset this lack of segregation of duties, the County Clerk's office could implement compensating controls and procedures. We recommend the County Clerk's office implement the following procedures to strengthen internal controls:

- The County Clerk should conduct surprise cash counts
- The County Clerk should, on a surprise basis, agree daily AVIS computer totals to amounts recorded in ledgers
- The County Clerk should reconcile other monthly reports to source documents and ledgers

Former County Clerk's Response:

None.

INTERNAL CONTROL - MATERIAL WEAKNESSES:

None.

PRIOR YEAR:

None.

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REPORT ON COMPLIANCE
AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



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Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards

We have audited the statement of receipts, disbursements, and excess fees of the former Montgomery County Clerk for the period December 1, 2002 through January 5, 2003, and have issued our report thereon dated March 26, 2003. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the former Montgomery County Clerk's financial statement for the period December 1, 2002 through January 5, 2003, is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the former Montgomery County Clerk's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition.



Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards
(Continued)

Internal Control Over Financial Reporting (Continued)

Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statement. The reportable condition is described in the accompanying comment and recommendation.

- Lacks Adequate Segregation Of Duties

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we do not believe the reportable condition described above is a material weakness.

This report is intended solely for the information and use of management, is not intended to be, and should not be used by anyone other than the specified parties.

Respectfully submitted,



Edward B. Hatchett, Jr.
Auditor of Public Accounts

Audit fieldwork completed -
March 26, 2003

